

FAQ	How should I handle this?
What do I enter for gender?	<ul style="list-style-type: none"> • M for males • F for females
How do I assign birth order?	<ul style="list-style-type: none"> • 1 for single births • For twins/triplets/other multiples, assign a numerical birth order (1 for Twin A, 2 for Twin B) <ul style="list-style-type: none"> ○ If you have a set of multiples that are transferred between facilities, please make sure that the <u>birth order at both facilities is the SAME</u> ○ Example: <ul style="list-style-type: none"> ▪ Birth hospital reports Twin A as 1, Twin B as 2 ▪ Your facility reports Twin A as 1, Twin B as 2
What should I do if a child's name changes?	<ul style="list-style-type: none"> • Report the child using his/her current legal name <ul style="list-style-type: none"> • If you know the child will be adopted, you must report him/her with his/her birth name until the adoption is finalized, the birth record is sealed, & the adoptive birth certificate is issued • If the last name is updated, put the current legal last name in the “Last Name” box. <ul style="list-style-type: none"> • If the former last name = mother's maiden name, report that name in the “Maiden Name” box • Do NOT report a name in INSTEP as “Smith (Jones)” or “Smith PREV Jones” – ONLY use the current legal name so the ISDH database can accurately match the child's record with his/her birth certificate and NBS lab results
What children should I report as transfers in/out of my facility?	<ul style="list-style-type: none"> • The new MSR form requires you to tell us about all children who enter or leave your hospital <u>before having a valid initial NBS</u> • <u>You should report ALL of the following transfers:</u> <ul style="list-style-type: none"> ○ <u>Transferred into your facility (“Transfer In”):</u> Every baby who was born at another facility, but comes to your facility <u>without having a valid initial NBS</u> ○ <u>Transferred to another facility (“Transfer Out”):</u> Every baby who leaves your facility <u>without having had a valid initial NBS</u>

What if a child is transferred INTO my facility <u>and receives a valid initial NBS in the same calendar month?</u>	<ul style="list-style-type: none"> • <u>Transfer code:</u> Transferred into your facility (“Transfer In”) • <u>Exception code:</u> FINALLY SCREENED (2) – <i>Be sure to include the date of NBS</i>
If a child was transferred in/out of my facility multiple times in a given month, what transfer code do I use on my MSR form?	<ul style="list-style-type: none"> • List the transfer code for whatever happened LAST • <u>Examples:</u> <ul style="list-style-type: none"> ○ Baby was born at your facility on 12/1, transferred out on 12/3, then transferred back to your facility on 12/21. Report this child with a “transferred to your facility” (“Transfer In”) code on your MSR. ○ Baby was born at your facility on December 1st, transferred out on 12/5, transferred back to your facility on 12/12, and transferred to a third facility on 12/14. Report this child with a “transferred to another facility” (“Transfer Out”) code on your MSR.
What transfer & exception codes do I use to report a child that was <u>transferred to another hospital’s NICU before receiving a valid initial NBS?</u>	<ul style="list-style-type: none"> • This child should be reported on your facility’s MSR as follows: <ul style="list-style-type: none"> ○ <u>Transfer code:</u> Transferred to another facility (“Transfer Out”) ○ <u>Exception code:</u> “TRANSFER ONLY” • If your facility does not have a NICU, you should not use the NICU code. The facility who receives this baby will report the NICU exception.
What codes do I use to report a baby who was transferred to my facility’s NICU <u>and received a valid initial NBS during same calendar month?</u>	<ul style="list-style-type: none"> • <u>Transfer code:</u> Transferred to your facility (“Transfer In”) • <u>Exception code:</u> “Finally Screened” (please provide NBS date)
What codes do I use to report a baby who was transferred to my facility’s NICU <u>and did NOT receive a valid initial NBS during same calendar month?</u>	<ul style="list-style-type: none"> • <u>Transfer code:</u> Transferred to your facility (“Transfer In”) • <u>Exception code:</u> “NICU”
How do I handle children who were transferred to a hospital outside of Indiana?	<ul style="list-style-type: none"> • Report these children as “transferred to another facility” (“Transfer Out”) <ul style="list-style-type: none"> • <u>On paper MSR:</u> Write name of out-of-state facility on form • <u>In INSTEP:</u> Select name of out-of-state facility from drop-down menu • Be sure to provide the date of the initial NBS from the out-of-state hospital on your MSR

<p>Do I need to report children who were born at the end of the month, but received a valid initial NBS at the correct time (“Initial Screen Next Month”)?</p>	<ul style="list-style-type: none"> • No. Children who are born at the end of a calendar month, but who receive a valid initial NBS at the correct time (e.g., baby born on the 30th who is screened on the 2nd of the next month) are considered normal & don’t need to be included on your MSR. • If you submit your MSR <u>before</u> a child has received a valid initial NBS, please DO include that child as an “Initial Screen Next Month” exception. <ul style="list-style-type: none"> • <u>Example:</u> baby born on the 31st; MSR submitted on 1st
<p>How do I count up the number of exceptions on my MSR?</p>	<ul style="list-style-type: none"> • <u>Any child that you enter on the Heelstick Exception Reporting Form (the 2-page Excel document) counts as an exception.</u> This includes any children who were “Transfer only” or children who were on the previous month’s MSR and who are now being reported as “Finally screened.” • <u>Your total number of screens/month equals:</u> <ul style="list-style-type: none"> ○ Total number of live births at your facility PLUS ○ Total number of home births receiving NBS at your facility PLUS ○ Total number of walk-ins receiving NBS at your facility MINUS ○ Exceptions (every child that you reported on your Heelstick Exception Reporting Form) • We realize that the number of exceptions you put on your MSR Summary Statistics may not match the number of initial NBS you have in your facility’s Newborn Screening Log. This is okay!!!